

PAYETTE LAKES SKI PATROL GUIDEBOOK

INTRODUCTION

The purpose of this guidebook is to provide Payette Lakes Ski Patrol personnel with answers to some of the questions about day to day operations. This manual is only a guide and should be treated as such. Patrol operations may change with weather, special events and other circumstances. The full range of possible situations cannot be accounted for in any book.

All members of the Payette Lakes Ski Patrol are responsible for maintaining the skiing, toboggan handling and Outdoor Emergency Care skills necessary to perform the many tasks required of a ski patroller. It is also their responsibility to be familiar with the guidelines set forth in this book for the operation and behavior of ski patrollers on the Payette Lakes Ski Patrol.

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JOB DESCRIPTION

This is only a partial list of the responsibilities of ski patrol personnel because the duties vary from day to day. The NUMBER ONE RESPONSIBILITY IS FIRST AID, SEARCH AND RESCUE.

1. Give emergency first aid, provide for transportation and arrange for advanced medical support.
2. Open or close runs as dictated by weather, avalanche danger or management. Complete additional duties for assigned run as posted on the assignment board in the patrol room.
3. Staff top shack and first aid room as assigned.
4. Participate in avalanche rescue within the ski area.
5. Perform chairlift evacuation and, at your own discretion, self-evacuation.
6. Conduct searches for missing persons within the ski area.
7. Assist skiers on the mountain with equipment problems (broken skis, bindings, safety equipment, etc.).
8. Complete appropriate reports and records.
9. Assist with mountain maintenance.
10. Monitor and maintain equipment.
11. Enforce area policies:
 - a. avalanche closures.
 - b. fast and reckless skiers.
 - c. leaving a lift at other than a designated unloading area.
 - d. line crashing.
 - e. fraudulent tickets.
 - f. theft or destruction of property.
 - g. disorderly conduct.
 - h. littering.
12. Help familiarize and train new members of the patrol.

DUTY HOURS AND DAYS

1. patrollers should be ready to patrol (this means equipment ready and boots on) 15 minutes prior to the scheduled lift opening and should remain until released by the Hill Captain after sweep.
2. patrollers should be at the ski area and ready to ski by 8:00 a.m. on race days.
3. During duty hours patrol personnel will remain on the mountain unless working on an accident or other project. If you need to leave the ski area for any reason, permission must be obtained from the Hill Captain.
4. If you cannot be there on a scheduled day, it is your responsibility to find a substitute. Do not call the Hill Captain to ask to be excused until you have called all possible substitutes.
5. If someone is substituting for you, it is your responsibility to assure that they meet that obligation.
6. patrollers missing a scheduled day:

First missed day - a warning letter will be sent to the responsible person.
Second missed day - responsible person must make an appearance before the Board and explain.
Third missed day - responsible person will be discharged from the patrol.
7. Annual Duty Requirements:
 - a. Complete both a first aid (current NSP emergency care course or other course approved by management). These may be done at another area. Proper documentation of your participation will be required. You are responsible for completing this requirement - the training officer or any other patrol member is not obligated to provide a make-up opportunity (although they may choose to do so if asked).
 - b. Do a toboggan check run with a toboggan instructor on your first Brundage duty day of the year or date as set by the patrol.
 - c. Complete the current snowmobile check requirements if you want or need to be qualified to run the snowmobile.
8. Off Duty Skiing:
 - a. patrollers shall carry their first aid pack when skiing at Brundage Mountain or the Little Hill.
 - b. Carry a radio when one is available (particularly on weekdays).
 - c. patrollers are encouraged, but not required, to wear patrol coats when skiing on non-duty days.
 - d. Do not discuss Brundage Mountain Co. business or personnel in public (cases, avalanches, lift evacuations, etc.).
 - e. Chronic or habitual public drunkenness or drug use which affects on-the-job performance will not be tolerated.
9. New and transferring patrollers are offered a series of hepatitis B vaccines through Central District Health at Brundage expense. If they prefer not to receive a vaccine, they should sign a refusal.

ETHICS AND GENERAL GUIDELINES

1. Patrol personnel will be in uniform (red or red and black parka, shell or vest with patrol cross both front and back) while on duty.
2. Uniforms will be kept clean and in good repair.
3. Patrol uniforms will not be worn when off duty and not skiing.
4. Black (solid color) ski pants while on duty.
5. patrollers shall be neat and groomed. Patrolmen may wear mustaches and beards but they should be kept trimmed.
6. Be helpful and courteous to the public.
7. Cooperate with other departments (we all work for the same company).
8. The use or possession of or being under the influence of drugs or alcohol while on duty or wearing the patrol uniform may result in discharge from the patrol.
9. Personal sound systems should not be used when on duty.
10. Scheduled patrollers will park vehicles as instructed by management.

REQUIRED EQUIPMENT

6 band aids, assorted sizes
Whistle
1 roll waterproof tape
Assorted compresses(9)
Scissors
5 rolls gauze
4 triangular cravats
Pocket mask w/1-way valve
4 oral airways - 4 sizes
Antiseptic towelettes
Glucose
Watch

Latex gloves
SAM/wire splint
Ziploc bags
Safety pins
Pen and notebook
Accident form
Flashlight
Knife
Ski area maps
Witness form
Bite Stick

PATROL ROOM ETIQUETTE

1. DO NOT block the First Aid Room entrance. Keep skis and poles to the sides or in the rack.
2. The restroom in the First Aid Room is for use by patients and patrollers only, NOT patroller's families, friends or the general public.
3. The Patrol Room is for use of assigned ski patrollers. Use by family and friends must be minimized.
4. Minimize the amount of equipment left overnight in the Patrol Room.
5. Lock the Patrol Room and First Aid Room doors if you are the last person out.
6. Notice from Brundage Mountain management:

Employee property (including but not limited to skis, snowboards, boots, bindings, poles, clothes, etc.) located at any Brundage Mountain Company location is NOT insured by Brundage Mountain Company and any loss will not be covered by Brundage Mountain Company.

FIRST AID AND TRANSPORTATION OF THE INJURED

1. Reporting accidents
 - a. It is essential to gather as much information about the accident location and nature of the injury as possible to avoid dry runs.
 - b. A patroller with a radio should be dispatched to the accident to assess the situation and call for additional manpower and equipment if needed.
 - c. When the accident location is really questionable, try to get a witness to lead the way.
2. Handling injuries
 - a. All injuries will be managed according to current standards according to the NSP emergency care or management approved course.
 - b. A snowmobile may be used for transportation when appropriate. The operator must be previously approved for snowmobile operation according to current guidelines.
 - c. If a patroller is on duty in the first aid room, notify them of the nature of the injury and any special needs.
3. Toboggan handling
 - a. The object is to give the patient the most comfortable ride possible.
 - b. When calling for a toboggan, request the type of sled most appropriate for the injury and/or the terrain.
 - c. Use appropriate speed at any time (even if the toboggan is empty).
4. Calling the Ambulance
 - a. If an ambulance is necessary, notify the dispatcher.
 - b. Give as much information as possible about the accident/patient so that information can be relayed to the ambulance personnel.
 - c. **Any patient on a backboard for spinal immobilization should leave the ski area in an ambulance.**
 - d. If you can give a patient update or additional information to the ambulance, the Hill Captain can call them directly.
5. Accident reports
 - a. It is the responsibility of the first patroller to arrive at the accident scene to see that the accident form is properly filled out with all pertinent information and the names of all patrollers who were involved in the treatment and transportation of the patient. No patroller should "dump" a patient on a patroller on duty in the first aid room. It is not their responsibility to assume care of a patient you transport to the first aid room (their job is to assist you as needed and provide care for walk-ins). They may agree to assume on-going care when the report has been completed.
 - b. In the event of serious injury or an accident involving man made objects or ski area employees:
 - 1) notify area management.
 - 2) gather witness statements.
 - 3) fill out the appropriate supplemental accident forms.
 - 4) lead area management to the accident site to determine if photographs or closure are required.

- c. In the event of a collision – a collision report should be filled out by each party.
- d. Deaths will be handled like any serious injury except that area management will be notified immediately (preferably by phone rather than radio).
- e. If a skier with a suspected injury refuses first aid attention but requests transportation off the mountain, they must first sign an accident form noting that they refused treatment.
- f. NO PATROLLER should make any statements regarding other than the facts. Regardless of an individual patroller's level of medical training, no statements should ever be made with regard to a specific diagnosis of the injury or its severity. Diagnoses should be left to a physician. patrollers should always recommend that injured skiers at least consult their family physician, regardless how minor the injury.
- g. The patroller filling out the accident report should record in the appropriate log any non-disposable equipment sent to the hospital or home with a patient so that it can be retrieved.

FIRST AID EQUIPMENT LOCATION LIST

1. First Aid Room
 - Oxygen with backpack
 - Backboard with backboard pack
 - Short board
 - Canvas stretcher
 - Sit board
 - Sager traction splint
 - Blood pressure kit
 - First aid and toboggan pack supplies
 - Automatic External Defibrillator (AED)

2. Top Shack
 - Oxygen with backpack
 - Backboard with backboard pack
 - Scoop stretcher
 - Sager traction splint
 - Kendrick Extraction Device (KED)
 - AED

TOBOGGANS

Use & Maintenance

Toboggans should be checked daily. Pay particular attention to sleds in out of the way locations.

1. Remove snow, ice and water, scrape off any ice which may be on the bottom. This may need to be done more than once a day during storms. Check for ice in handle sockets on sleds with removable handles.
2. Pack or shovel platform or raise tube if necessary to keep sleds clear. Storage tubes should be raised or lowered as appropriate to ensure ease of access.
3. Check bolts, handles, key pins and side rails for any problems or looseness. Report any damage to the Hill Captain.
4. Sleds are to be parked in their appropriate storage tube, handles forward. Keep brake chains down and tail ropes coiled inside of toboggans.
5. Mark all parked toboggans with bamboo so their locations will be visible even if buried.
6. When checking sleds also check sled packs to make sure they aren't frozen or loose.
7. Toboggan packs must be packed with all contents and the pack put together tightly and well secured to the sled to ensure proper balance for chairlift transport. Before attempting to load a toboggan on the chair, check to see that:
 - a. There is a sled carrier properly attached. Sled carriers for the chair lifts are located outside the Patrol Room door and at the bottom of the Bear chair.
 - b. The brake is locked up or is inside the sled.
 - c. The pack and handles are low enough to slide beneath the chair.
 - d. The balance point is behind the sled carrier so that the toboggan handles will not dig into the unloading ramp.
8. Whenever possible, two patrollers should ride the chair with the sled.
9. After transporting a toboggan to the top, leave the carrier with the lift operator at the top of the Blue Bird for transport back to the bottom of the mountain.

Locations

Location	Model	Quantity
Top Shack	Cascade 350	1
	Cascade 100	3
Top of Engen	Cascade 350	1
	Cascade 100	1
Top of Lakeview Lift	Cascade 100	1
Lakeview Ridge @ Dropline	Cascade 350	1
Top of Sensation	Akja	1
Top of Bear Lift	Cascade 100	2

The snowcat program has a toboggan on the snowcat. Maintenance has a Cascade with a snowmobile hitch.

Pack Contents

1. Toboggan pack contents
 - Hypalon outside wrap
 - Ensolite or foam toboggan pad
 - Heavy quilt or sleeping bag
 - 2 blankets
 - Splint pack
 - Large quick splint
 - Small quick splint
 - 2 short boards
 - 1 airplane splint
 - 4-6 cravats in a ziplock bag
 - Assorted pieces of foam for padding - in a bag

2. Backboard pack contents
 - Several sizes cervical collars - or 1 adjustable and 1 Pediatric
 - 1 headblock
 - ½ inch thick foam for under head
 - 1 spider strap
 - 1 roll 2 inch tape

3. O2 Pack contents
 - O2 cylinder with regulator attached
 - Adult non rebreather
 - Pediatric non rebreather
 - Nasal cannula
 - Additional Tubing
 - Adult bag valve mask
 - Pediatric bag valve mask
 - Oral and nasal airways with lubricant
 - Bite stick
 - Suction
 - CPR mask

GENERAL DUTY ASSIGNMENTS

Each patroller will be assigned a run. They should open the run in the morning, close it at sweep and ski it one or two times during the course of the day.

Opening

patrollers should be first ones on the lifts. On the way up, check to see that all of the shivs are turning and that there is not excessive ice buildup on the communications cable or unloading warning and instruction signs.

Slope Maintenance And Safety

1. Main runs should be looked at each morning and an evaluation made of their condition. If a run needs work it should be reported to the Hill Captain.
2. Materials for marking obstacles and hazards are located at the Top Shack. These materials consist of bamboo poles, willows, flagging, hula and snow fences.
3. Keep fences and flagging raised and straightened as much as possible.
4. Traverses and cat tracks should be kept as reasonably smooth and passable as conditions permit.
5. Padding on lift towers should be kept at snow level whenever practical. Varying snow conditions sometimes make this a difficult task. Tower pads should be raised or lowered as necessary to keep the bottom of the pad 2 inches below the level of the snow (not below the level of the snow in the pole well – below the general level). Be certain to secure the strap ends up so that they don't freeze into the snow.
6. Look for signs which may need to be cleaned, raised or straightened, especially after storms or high winds.
7. When signs are lost an effort should be made to locate them. If unable to do so have them replaced. Missing or damaged signs should be reported to area management through the Hill Captain.
8. When opening or closing an area make sure that all signs pertaining to that area and the run condition boards are correct. If in doubt, contact the Hill Captain.
9. On race days, appropriate run closure signs and warning fences should be put up as directed by area management. Signs and fences will be taken down each day as soon as races are completed.
10. Bamboo can be coaxed from the snow by twisting or by hammering the end with your ski pole.
11. Hula flagging should be stuffed in a garbage bag, not coiled or rolled. Just stuff it in as you pull it, don't get a big wad and then stuff it. It saves a lot of problems when it is used again. You can use the end to tie the bag shut.

CONDITIONS MAY CHANGE THROUGHOUT THE DAY. KEEP YOUR EYES OPEN.

Top Duty

1. Patrollers will be assigned Top Shack duty. These assignments are made to ensure rapid response to people needing assistance. Be at the Top Shack on time. If you are going to be late or are busy with an accident, call the person on duty and let them know. The patroller on top duty must be ready to leave at a moments notice. Keep your gear handy and your boots, coat and first aid gear on.
 - a. The patrollers on top duty should have a radio with them at all times, answer the phone and act as dispatcher until called to an accident.
 - b. If the patroller on top duty has to leave, they should call for a replacement.

- c. Be sure to note the presence and locations of the C-collars, backboard, O2 and traction splints so you can grab them if needed.
2. Patrollers may also, depending on need, be assigned First Aid Room duty.

Sweep

The purpose of sweep is to assure that everyone is safely off the hill before the ski patrollers leave. Long traverses and many stops may be necessary to do this. "The last run of the day is the one you took before sweep." (Stuart Thompson, Alta Ski Patrol Guidebook). Remember that the person you are looking for may be in a tree well and unable to answer you or far enough from the run or into the trees that you cannot hear them well.

1. Assemble at the top of the Bluebird Chair at 4:30 p.m. You will be the last ones off the hill.
2. Each sweeper should have a radio.
3. During sweep, each patroller should stop at frequent intervals and yell "Clear the hill" (or something else appropriate), then listen for a response before continuing. A whistle is useful in low visibility conditions.
4. Visually sweep all of that area that you do not ski. If visibility is poor, traverse the slope to cover the area more closely.
5. No one is permitted to stay within the ski area boundaries after closing.
6. Try to get slower skiers to take easier runs and discourage skiers from entering areas they may have difficulty with. But remember that they are just out to have fun on their last run of the day. Your job is not to hurry them; just to see that they get off the hill safely.
7. Sweep checkpoints are for the safety of the public and you. Use them. Be patient, the others may be held up for any number of reasons. Report to the Hill Captain when you reach the patrol room.
8. Sweeps may change depending on the number of patrollers available or special considerations. Extra patrollers should be sent through Hidden Valley when available.
9. As you ski down, pick up any trash or lost items that you see. Move slow signs to the side. Leave willows in place.
10. Wind up ribbons or ropes as necessary for your assigned runs but leave "closed" signs on Lodge Lane or Lift Lane.
11. Super Sweep should remain at the top of the hill to assist any sweeping patroller who needs help. This person must have a radio. Wait until another patroller calls you for help or the Hill Captain tells you to come down. Shut the door securely before you leave.
12. All patrollers must stay in the general vicinity of the patrol room until the Hill Captain gives the all clear. This may be a while after your sweep.

First Aid Room Duty

The role of the First Aid Room patroller is to staff the first-aid facility for the injured and ill as assigned. Additional duties may include: assisting with daily clerical functions, follow-up service on accidents, and assisting with on hill work duties, also check and maintain emergency care supplies, reload toboggan aid packs, assist patrollers with treatment of injured skiers brought in from the hill, and completion of accident reports. A skiing auxiliary patroller (if first on scene) may render first aid on the hill, after obtaining permission from the injured person. Upon arrival of a Skiing patroller the Auxiliary patroller will yield care for transportation to the base to the Skiing patrollers.

SPECIFIC RUN ASSIGNMENTS

HIDDEN VALLEY - (2:30-3:30)

1. Open Hidden, rolling up ribbon and turning sign.
2. 4:40 close Hidden, closing ribbon and turning sign. Sweep north boundary.
3. Wait for Northwest sweep at merge city.
4. Sweep Lower Rodeo.

NORTHWEST PASSAGE – (3:30-4:30)

1. Open NW Passage.
2. 4:00 PM - Close the ridge road.
3. 4:40 PM - Open the ridge road.
4. Sweep NW, wait for Hidden sweep at Merge City. Sweep Lower North.

NORTH – (10:30-11:30)

1. Clean the sign at top of Bird.
2. Open North.
3. 4:40 PM - Sweep North.

SLABOVIAS – (11:30-12:30)

1. Clean top shack decks and toboggans.
2. Open both Upper and Lower Slabovia and Exit 8.
3. 4:40 PM - Sweep both Slabovias and Exit 8.

MAIN STREET - (SUPER SWEEP) – (3:30-4:30)

1. Open Main Street and Easy Street.
2. Clean top shack while being Super sweep.
3. Sweep Main after call to come down.

ALPINE – (2:30-3:30)

1. 9:15 AM - Be First Chair on Bear Chair.
2. Check toboggans at top of Bear Chair.
3. Open Jammer, Open Alpine.
4. 4:20 PM (no earlier) - Close ribbons on Bear Run, Jammer, and Red Fox.
5. 4:30 PM - Be Last Chair on Bird.
6. 4:40 PM - Sweep Alpine, To Bear, top part of Bear and Lower part of Jammer. Wait for the 45th and Lakeview patrollers at the bottom of Bear. When all are there, ride up and all help reroll ribbons.

ENGEN – (12:30-1:30)

1. Open top of Engen , Lazy Way, and Bottom of Alpine.
2. 9:30 AM - Open Kickback and Springboard.
3. 3:00 PM – Meet Lakeview and Temptation patrollers at Lakeview ribbon. Sweep Kickback and Springboard. Wait at the Bottom of Lakeview for the Temptation and Lakeview patrollers. Visually sweep the area on the way back up.
4. 4:40 PM - Sweep Engen, Lazy Way, Bottom of Alpine.

TEMPTATION – (1:30-2:30)

1. 9:15 AM - Snowmobile on the yellow sled (take your skis) up Temptation and the access road to the bottom of Lakeview. Check the toboggan at top of Sensation.
2. 9:30 AM - Be first chair on Lakeview.
3. Open Dropline, checking toboggans at top of Lakeview and Dropline.
4. 3:00 PM – Meet Lakeview and Engen patrollers at Lakeview ribbon. Sweep Dropline. Wait for the Lakeview and Engen patrollers at the Bottom of Lakeview. At this point you may choose to remain at the bottom and wait for the Lift operator to finish or you can ride up with the other two patrollers and make another run back down. Snowmobile the lift operator out to Temptation. Leave him and the sled there.
5. 4:40 PM - Sweep through the top of the Centennial lift and down Temptation, picking up the snowmobile on the way down, sweeping around Boydston Lane and up Centennial Lift Lane to the Patrol Room.

45th PARALLEL – (12:30-1:30)

1. 9:15 AM - Be first chair on Centennial. Clean the sign at the top.
2. Make sure the dog house doors will open.
3. Open 45th parallel.
4. 4:40 PM - Sweep upper 45th and lower cat track and lower Bear.
5. Wait at the bottom of Bear Chair for Alpine and Lakeview patrollers. Ride up and help reroll the ribbons off Griz.

LAKEVIEW – (1:30-2:30)

1. 9:30 AM - Open Hotshot.
2. Turn the sign on Lakeview Ridge to OPEN. Ski Lakeview Ridge and Cat Track.
3. 3:00 PM – Meet the Temptation and Engen patrollers at the Lakeview ribbon. Pull the closure ribbon and turn sign at Lakeview Ridge. Sweep Hotshot. Wait for the Temptation and Engen patrollers at the bottom of Lakeview. The three of you are last chair.
4. 4:40 PM - Sweep Lakeview Ridge, re-rolling the ribbon.
5. Sweep upper Cat Track and lower 45th. Wait for the 45th and Alpine patrollers at the bottom of Bear Chair. Help reroll the ribbons off of Griz.

AID ROOM DUTY

1. Clean aid room and restroom.
2. Repack toboggans as needed.
3. Assist with first aid.
4. Change sheets as needed.
5. Take care of walk-ins.
6. Assist in locating parents or companions of patients.
7. Make sure that first aid equipment is complete and ready to go.
8. Call the ER at 634-2221 (ER please) when a patient is headed there by private vehicle so that they can be ready for them.

AUXILIARY

1. Pick up a radio in the morning.
2. See that someone takes up any equipment that needs to go back to the top of the hill.
3. Assure that the aid room is neat, orderly and sanitary.
4. Check O2 supplies.
5. Maintain control of the aid room (traffic and noise) when present.
6. Provide aid to walk in patients.
7. Assist patrollers with patients brought off the hill.
8. Ensure accident reports are complete.
9. Dry wet gear from toboggan packs and help repack them when necessary.
10. Carry out other duties as assigned by the hill captain.

HILL CAPTAIN

1. Make sure snowmobiles are ready to go.
2. Monitor sign-in board to make sure all duties are covered and all lifts are opened on time. Write in the book if a patroller is a no show.
3. Keep weather records and clean SVEN's anemometer and eyeball.
4. Check on equipment. Coordinate retrieval from hospital if needed.
5. Assess avalanche danger in Hidden Valley and deal with it.
6. Post list of patrollers, their run assignments and duty times in the top shack.
7. Handle dispatch duties until 10:30am.
8. Take over dispatch if the top shack dispatcher has to leave.
9. Rearrange people and toboggans as needed..
10. Handle Comp passes.
11. Handle incident investigation
12. Clean snow stake at 4:30 pm and report 24 hr snow and bottom depth to the voice recording.
13. Go over incident reports to make sure they have been totally filled out and signed before releasing patrollers.
14. Call Lift Dept and Customer service when hill is clear.
15. Make sure radios are turned off.

TELEPHONES

Brundage Mountain maintains a phone system which covers most of the mountain.

1. The phone system should be used instead of radios whenever possible. It is much easier to carry on a two-way conversation over a phone than a radio.
2. Phones are for business use. Keep personal calls to a minimum. The phone in the top shack and patrol room can access an outside line by pushing any unlit line button and dialing normally. The cordless phone in the Patrol Room and on the outside of the patrol building do not have direct access to outside lines. Dial 92 and wait for the dial tone, then dial the number.
3. The speaker on the phone in the Top Shack works only for listening, not for talking.
4. Phone numbers for various locations on the mountain and Brundage's emergency numbers are on a list taped near the phone.
5. To call in to the patrol, dial 634-7462 and when the auto-attendant answers, dial the extension for the Top Shack (119) or the Patrol Room (219) outside and cordless (319).

RADIOS

If you have a choice, use the telephone.

Patrol channels are red and green. Red goes through the repeater located on the ridge behind the patrol shack and can be heard most places on the mountain and downtown. Green is a line-of-sight channel. Green can talk to red, and unless the repeater is down, red can talk to green. If you are having trouble communicating on red, try green.

Be sure to key the mike several seconds before talking or you will lose the first of your transmission.

Say the name or station you are calling and then your name or station. "Mickey, this is Pegleg" or "Top Shack, this is Myer", for example.

When answering, say "this is _____, go ahead"

Do not talk in code. If you need an ambulance, call for one.

Keep avalanche transceivers away from radios.

If you have a problem with a radio, make a note of the trouble and notify the Hill Captain. Don't just put the radio away.

Remember, a large number of our customers are within listening distance of someone's radio. Avoid negative or alarming comments if possible.

Frequencies:

- 1) Red: transmit 157.620
receive 152.360
- 2) Green: transmit and receive 152.360

DISPATCH PROTOCOL

1. Any call for Ski Patrol should be answered by the Top Duty patroller or by the Hill Captain if Top Duty is not in place.
2. Dispatcher should get as much pertinent information from the reporting party as possible. This would include nature of accident, location, name of reporting party and their location. Filling out the dispatch log will guide you through the process.
3. Call on the radio "Ski Patrol, we have a reported accident at <location>, Is anyone closer to <location> than the top shack?".
4. If no one answers make appropriate dispatch from the top shack.
5. Arrange for appropriate backup, i.e. someone to go stand by the Engen toboggan or to stand by the snow machine.
6. Call an ambulance if requested. Push an outside line button and dial 911.

DISPATCH LOG

Date _____ Dispatcher _____

Call time _____ Reported by _____

Accident location _____

Incident as reported _____

First patroller on scene _____ Time on scene _____

Backup patroller(s) _____

Snowmobile backup _____

Ambulance called? _____ Time _____

Resulting action _____

(Did not find, courtesy ride, injury toboggan run, other)

Date _____ Dispatcher _____

Call time _____ Reported by _____

Accident location _____

Incident as reported _____

First patroller on scene _____ Time on scene _____

Backup patroller(s) _____

Snowmobile backup _____

Ambulance called? _____ Time _____

Resulting action _____

(Did not find, courtesy ride, injury toboggan run, other)

APPENDIX A: SEARCH AND RESCUE

Operating Plan

If a person is reported missing and is not turned up by sweep, a search may have to be initiated.

INITIAL STEPS

1. Alert Mountain management.
1. Fill out a missing person form and KEEP THE REPORTING PARTY.
2. Alert Customer Service and the Lift Dept as they need to remain on the mountain.
3. Be sure the base area including restrooms, lodge and base of Centennial Lift have been searched.
4. To take advantage of remaining daylight, sweep may be repeated and a perimeter search may be done.
5. Have customer service contact town establishments and residences of friends to see if the missing person has left the area.

I. RESPONSIBILITIES

- A. It is the responsibility of Area Management to search for and rescue persons lost within the general ski area boundaries. This responsibility may be delegated to the Ski Patrol.
- B. It is the responsibility of the Adams/Valley County Sheriffs to search for and aid lost persons outside the general ski area but within their respective counties. Adams county sheriff will usually delegate the search to the ski area and patrol.
- C. Valley County has a backcountry search and rescue organization which should be alerted and put on standby in case the search becomes extended.

II. ORGANIZATION

- A. Search coordinator should be the hill capt or someone appointed by Mt. Management
- B. Customer service personnel should be in charge of phone calls
 1. additional search personnel if directed by the coordinator.
 2. local bars, hospital, restaurants, residence, friends of the missing
- C. Scribe should keep track of search parties and their locations.

III. SEARCH PROCEDURE

- A. Perimeter Search - A preliminary search of the perimeter will be conducted first. This search will try to determine if the persons have left the ski area or to locate the persons if still on or near the ski area. If the lost persons' tracks are found, the search coordinator will be notified and will give directions concerning the following of such tracks.
- B. General Area Search - Depending on circumstances, following the perimeter search, either a general area search or a wide spread search will be initiated. For a general area search, the Search Coordinator will assign search parties to given sections of the area
- C. Out-of-Area Search - When it becomes apparent the lost persons have left the ski area the sheriff should be notified. He may request that we proceed with an out of area search. This search will be conducted only by personnel who are adequately dressed and equipped to stay out in snow all night.

VII. SUGGESTIONS FOR SEARCH

- A. Do another perimeter search or use information found on the first one to locate tracks leaving the area (especially in unexpected places).
- B. Use search aircraft and fly area if weather permits.
- C. Send a snowcat down the old Brundage Road and then around Bear Basin Road.
- D. Have a snowcat go down the 488 road.
- E. Have a snowmobile patrol the Goose Lake road.
- F. Patrol the main road for the lost persons coming out.

Search and Rescue Equipment List

Top Shack:

2 search packs – **ADD SHOVELS AND WATER**

1st Aid Room:

20 headlamps

Information Report on Lost Person

BRUNDAGE SKI AREA - PAYETTE NATIONAL FOREST

Date: _____ Time: _____ AM / PM

Name of lost person: _____

Description: Age: _____ Sex _____ Height _____ Weight _____

Description of Clothing and Equipment: _____

Ski ability: (Expert) (Intermediate) (Beginner) (Non-skier)

Home address: _____

Home phone: _____

Nearest relative: _____ Relationship _____

Address: _____ Phone: _____

Person furnishing information: _____

Relationship or affiliation: _____

Location for future reference: _____

How many persons are believed to be in lost party? _____

Where was person last seen: _____

Nearest relative notified at: _____ AM / PM by County Sheriff.

Additional information: _____

Signed: _____ Date: _____ Time: _____

(Search Coordinator)

List names, phone numbers and addresses of other contacts who have additional information on the back of this form.

Search Party Information

BRUNDAGE SKI AREA - PAYETTE NATIONAL FOREST

Party name or number: _____ Date _____

Party leader: _____

Party members _____

Equipment assigned: _____ Radio number _____

When dispatched: _____ AM/PM

Area to be searched: _____

Special instructions: _____

Signed: _____
Search Coordinator

Complete duplicate copies. One should go to the Party Leader and one to the Search Coordinator.

APPENDIX B: AVALANCHE RESCUE PROCEDURE

If someone reports an avalanche to you, you are the rescue leader until relieved by a superior.

Rescue Leader Instructions

1. Sound the alarm by radio - "Avalanche reported. All patrollers to the top shack."
2. Accompany the witness up the Bird to the top shack while questioning him/her for additional information. (See Witness report for questions to ask).
3. Dispatch a hasty search team (2 to 4 people) of the most qualified, most readily available people. Team should be equipped with avalanche packs and wands with flagging (all located in top shack). If the location is unclear, you may have to await the arrival of the witness. If the burial is above the goat trail, consider taking the Lift Operations snowmobile to drag people up the ridge, if there is one parked on top. Or consider getting a qualified person to drive the patrol sled up Main street for that purpose if the Lift Operations sled is not available. Tow rope is hanging on top shack wall.
4. Appoint a scribe to keep track of people dispatched and to make necessary phone calls. (see scribe worksheet).
5. Appoint an accident site commander. It may be one of the hasty search team or someone sent out with the first Column.
6. Send out Column 1 as soon as they are assembled. Appoint a column leader and make sure they are equipped with probes, flagged rope and shovel pack (all located in top shack).
7. Send medical support. Toboggan, O² pack, backboard, C-collars, and physician with pack, if available.
8. At the end of the search, account for all personnel and equipment. Notify the Sheriff and Forest Service of outcome. Also notify any other people or agencies who were contacted when the search began.

Instructions for Hasty Search

1. You are in charge of the initial evaluation of the problem. One member will assume the position of Avalanche Site Commander. The hasty search team will, usually, consist of 3-4 people.

2. Proceed generally as follows.

Make sure everyone is wearing a transceiver and radio and carrying an avalanche pack with collapsible probes and shovels.

Take flagging.

If practical, take the witness.

If the slide is above the goat trail, consider taking the lift operator's snowmobile parked at the top of the Bird or getting a qualified driver to bring the patrol sled up Main Street to drag team members up the ridge road.

With emphasis on rescue team safety, consider: a safe route in and an evaluation of existing slide danger in the rescue area. Relay this information to the Rescue leader.

If known, mark the point of entry and the last seen point of victims with blue flags.

Switch all transceivers to receive and cover the area with a thorough and speedy transceiver check.

Have other members cover the deposition area looking for clues and probing likely areas. Mark clues with blue flags. Anyone finding a clue should announce it loudly to all the rest. Likely probing areas would be in the fall line below clues or last seen points.

Keep rescue leader informed as to access route, manpower needs and progress of search.

If the transceiver searchers pick up no signals, have the searchers help the probes in an orderly course probe of the most likely catchment areas. Add to the probe line as other searchers arrive.

Avalanche Rescue Equipment

- 4 hasty search packs containing rescue beacons, collapsible probes, and shovels--top shack.
- 10 probes--above door on back deck of top shack.
- Flagging wands and probe rope--Cabinet on back deck of top shack.
- 3 grain scoops (large shovels)--top shack.
- 5 additional beacons--top shack.
- Tow rope for dragging patrollers behind snowmobile--top shack.

Avalanche Witness Report

Did you actually witness someone buried by snow? _____

If not, where did you get the information? _____

Where was the avalanche? _____

Can you describe how to get there? _____

How many victims? _____

How long ago? _____

Were they wearing beacons? _____

Where were you when you witnessed this? _____

In what direction were the victims traveling? _____

Where on the slope did you see them last? _____

Are you able to accompany a search team? _____

Avalanche Scribe Worksheet

Date: _____ Time: _____ AM / PM

Hasty Search Party ID: _____

Hasty Search Roster: _____ (Leader)

Call: Nicki Leclair, owner of avalanche dog. Home 634-7246, Cell 630-3438, or ask her whereabouts of Rob McFadden on radio.

Cat ski cell phones 634-6516 and 634-6640.

Valley County Sheriff: 911

Customer service: 124

First Column Roster: _____ (Leader) Time Out:

Medical support: _____

APPENDIX C: LIFT EVACUATION

Lift Inoperable Procedures

The following procedures have been developed to ensure that when a lift becomes inoperable for any reason, the proper reporting and response is enacted in the timeliest fashion so that those that need to know are informed and the lift is put back in service as soon as possible.

Reporting

As soon as any lift has become inoperable it is the responsibility of the person detecting the fault to immediately report the fault to Dispatch by calling 119 and clearly stating the facts. Dispatch is the key link in disseminating the information to lift maintenance and to other key personnel. Use the following chain of communication. If someone on the chain cannot be contacted then proceed to the next person on the chain.

Operations: Immediately call Dispatch at 119, and report the nature of the fault. Clearly state if the lift is running or not. Do not offer any explanation to the public except to say that "Lift maintenance will assess the situation and determine the next step".

Dispatch: Contact Lift Maintenance by radio lift and relay the situation.

Lift Maintenance: Respond to Dispatch, identifying yourself and notifying that you are heading to the scene. Notify Dispatch when you are on scene and report to Dispatch when the lift is back in operation. If the correction to the lift will not be quick, inform Dispatch of the delay. Indicate that the lift is on "Operational Hold" or "Operational Hold with public on line". Dispatch should put Patrol on alert and consider any lift/run closures and/or personnel needs in case a rope evacuation becomes necessary. If the Lakeview lift is involved, Dispatch may want to post someone at the Lakeview closure to advise customers to avoid the area until a determination for closure can be made.

Dispatch: If a lift is determined to be on "Operational Hold" for any length of time, contact the Lift Operations Supervisor by radio and Customer Service. If Customer Service cannot be contacted, continue down the following list until someone is reached. Let them know that they are the first contact on the list so that person can continue the contact chain. The same chain of contact should be followed to inform them when the lift is back in operation.

Lift Operations Supervisor: Radio - Scott Bourne, Shayne Large, or Clint Ogden

Customer Service: Telephone - Ext. 124

Business Office: Telephone - Ext. 136 or Ext. 139

Marketing (Jared Montague): Telephone - Ext. 124 or (970) 209-9966

Ticket Office (Rick Chase): Telephone - Ext. 143

Mt. Manager (Rob McFadden): Radio or Telephone - Ext. 131, or (208) 643-6517

Asst. Mt. Manager (Eddy Willhoyt): Radio or Telephone - Ext. 131, or (208) 643-6516

Snow Sports (Shayne Large or Dan Felt): Radio or Telephone - Ext. 129, or (208) 315-1987

Key Personnel: Key Personnel are the persons on the preceding list. Please continue the chain of communication until all key personnel are notified.

Closure

Lift Maintenance is the only function to determine that a lift will be closed for operations. They may want to consult with Mountain Management to determine the proper course of action. Due to weather or other similar situations a lift may be closed by calling last chair and clearing the line under normal operations. If the lift is inoperable due to electrical or mechanical conditions, Lift Maintenance will, in most situations, "bypass" the fault and clear the line. Lift closure will follow once last chair has been marked and arrived at the top terminal. Key Personnel shall be notified of any lift closure. The lift will be put back in operation as soon as the fault is corrected.

Rope Evacuation

Lift maintenance is the only person(s) to determine that a lift will be closed for operations and that a rope evacuation is required. If a rope evacuation is enacted, the drive to the lift will be turned off and locked out. All other actions are specified by and will follow the Rope Evacuation Plan.

Auxiliary Power Unit

In some cases an inoperable lift can be put back into service by engaging the Auxiliary Power Unit (APU). When the APU is engaged, normal operations may resume, but this must be communicated to Dispatch and Key Personnel. If the APU fails, a tertiary drive system may allow for mechanical evacuation of the lift. Dispatch and Key Personnel shall be notified of tertiary drive use. Centennial lift APU will be for evacuation only.

Lift Inoperable – Operations Options

If a lift is closed for any reason with public on line, the line must be cleared by mechanical or rope evacuation. The Lift Operations Supervisor on duty should make sure that all lift closures are posted on mountain reader boards and at the Sitour signs. If any lift is closed during normal operations, consider the following actions:

Blue Bird: If Centennial is not in operation, open the lift as soon as possible. Post operations personnel at the Blue Bird bottom to properly communicate to our guests.

Centennial: Continue with other normal operations.

Easy Street: Continue with other normal operations. Consider using a shuttle van to bring snow sports students and customers back to the base area. Post operations personnel at Easy Street bottom to properly communicate to our guest, possibly directing them to Bear.

Bear: If Centennial is not in operation, open the lift as soon as possible. Post operations personnel at the bottom of Bear to properly communicate to our guest.

Lakeview: Pull the closure ribbon as quickly as possible. Post patrol at the closure to advise customers. Mobilize mountain machinery to pull customers out of the bottom of Lakeview to the Temptation saddle. Consider the use of snowmobiles and snow cats to evacuate trapped customers.

Multiple Closures: If multiple lift closures occur at the same time, consider operating as many lifts as possible to offer the customer the most terrain available.

Evacuation Plan

Personnel

Before the ski or bike season begins, Brundage staff will train any and all employees who might be available to assist with an evacuation (evac). This would include ski patrol, ski instructors, ski/bikeshop employees, lodge maintenance staff, lift operators, and maintenance shop employees. A list of all who complete training shall be posted in the top and bottom patrol rooms.

All ski patrollers shall be trained to the extent that they are capable of being team leaders. Others capable of leading a team shall be so designated on the roster.

Equipment

Lift evacuation equipment will be stored in the following locations:

- Top shack
 - 12 evacuation packs, each containing rope, sling, 2 locking carabiners, figure 8. [One of these should be a high span pack]
 - 12 evacuation chairs.
 - 24 bamboo poles with carabiners.
 - Rescue pulley pack containing pulley system, sling, two locking carabiners, a line slinger and a throw bag.
 - 2 Projectile Launcher bags containing launcher, projectiles, cord bags and shells.
- Patrol room:
 - 3 evacuation packs, two of which should be high span packs.
 - 3 evacuation chairs.
 - 1 rescue pulley pack.
 - 6 bamboo poles with carabiners.

The evacuation packs are labeled as to rope length. All rope will exceed the ANSI standard of 4,000#. The current rope is 7/16 inch hard lay nylon static line rated at 6,500# and 7/16 inch braided nylon core w polyester sheath static line rated at 8,000#.

In addition, non-skiing rescue personnel should have access to snowshoes.

All equipment should be inspected prior to each season.

Organization

- Need for an evacuation shall be determined by lift supervisor in charge
- The order to evacuate shall come from the mountain manager or assistant.
- Evacuation shall be carried out under the direction of the ski patrol hill captain or someone appointed by him/her.

Lakeview Lift

Lift down 5 min --Alert Stage

- Alert ski patrol and other qualified personnel to remain on top or to get to the top via Blue Bird.
- Send a person down the line to inform and reassure the passengers and to note the fullness of the lift and the location of any potentially problematic passengers.
- Alert the maintenance shop to start for the base of Lakeview with ground transport.

Lift down 15 min.—Mobilize

- Dispatch the two gunners to Lakeview with the line launcher packs. One should position at the top, and the other at tower 8.
- Dispatch teams of 3 to the top of Lakeview, each team with a radio, an evac pack, 2 bamboo with carabiners, and evacuation chair. Half the teams should position at the top, half at tower 8. Qualified ski patrol may be asked to self evacuate at this point, providing they are critical to the operation and that the lift is secured.

Lift down 30 min --Action.

- The lift is locked out and evacuation begins at the order of Mt Management.
- The gunners leave a tag line in place below each tower, and proceed to the next.
- The evacuation teams leap frog one another, starting at the next available tower, staying behind the gunners. The evacuation process takes place according to the procedure outlined in the Ski Patrol Guidebook.
- Capable evacuees are recruited to assist others to the base of Lakeview Bowl.
- Evacuees are transported by snowcat to the front side of the mountain.

There are a total of 72 chairs on Lakeview Lift. Given the practice time of 15 min per chair, twelve teams could evacuate a fully loaded lift in one and one half hours.

Bluebird Lift

Lift down 5 min. --Alert Stage

- Alert ski patrol and other trained personnel to remain on top or to ride the Centennial Lift. One team should remain at the patrol room.
- Alert the Maintenance shop to head to the top of Centennial Lift to ferry personnel from there to the top shack.
- Send 2 people down the line, one beginning at the top, and one beginning at tower 10, to inform and reassure the public and to make note of the fullness of the lift and the location of any potentially problematic passengers.

Lift down 15 minutes—Mobilize

- Base area team should leave by snowmobile to be in position to evacuate tower 5 and below.
- Ski Patrol stranded on the lift may be asked to self-evac at this point if they are crucial to the evacuation process and if the lift is secured.
- As personnel arrive at the top of the mountain they should be dispatched in teams of three (one evacuation leader and 2 assistants) to stand by at a tower designated by the hill captain. Each team should have a radio, an evac chair and evac pack with an appropriate length of rope.
- Hill captain should use the attached lift profile charts for dispatch decisions and recording, spacing patrollers at even intervals down the mountain.

Lift down 30 minutes—Action

- Lift locked out--Evacuation Procedures begin as outlined the the ski patrol guidebook.
- In case a passenger is unable to assist by putting the rope through the eye of the chair, it may be necessary to use the rescue pulley as described in the Ski Patrol guidebook.
- There are a possible 42 loaded chairs. Evac practice unload time is 15 min. per chair. 15 teams should be able to complete evacuation of the Bluebird in 45 minutes. Ten teams should be able to evacuate a fully loaded Bird in one hour.

Rescuer Instructions

1. Get the evac pack with the appropriate rope length and the evac chair and go to your assigned tower.
2. Unfasten the messenger line from the tower and pull it down the communications cable (use a sawing motion if necessary) almost to the first chair with passengers.
3. Instruct the passengers to leave the safety bar down (or bring it down if it is not). Only then should you bring the rope within their reach by moving across the hill. Hook the stiffened end of the evac rope onto the messenger line and pull it up to the chair.
4. Instruct a passenger to unhook the rope and thread it through the eye above them on the chair, from the south side (right to the passenger) to the north if possible, then pull it until the end has reached the ground (on the outside of the safety bar).
5. Fasten the evac chair to the non-stiffened end of the rope using the pre-tied knot and locking carabineer and set up the belay. The belayer (a patroller) should use the harness and carabineer from the evac pack, should always wear gloves and should always be backed up by a second person for safety and extra weight if needed. Be careful to keep hands, loose clothing, beards, etc. well away from the carabineer when on belay. When everything is set, pull the evac chair up until the top of the chair is nearly to the footrest.
6. **AT THIS TIME MAKE SURE THAT YOU ARE IN VOICE CONTACT WITH THE PASSENGERS AND THAT YOU HAVE THEIR FULL ATTENTION.** The least capable passenger in any chair should be evacuated first so that the other passengers may assist if needed. Instruct all of the passengers to drop their poles off the side of the chair one at a time. Explain to the passengers what you will have them do. Only after this is understood should they raise the safety bar. Pull the evac chair the rest of the way up the to passengers. **ANY TIME AN EVACUATION ROPE IS WITHIN REACH OF A PASSENGER IT SHOULD BE ON BELAY!**
7. Have the passenger slide the evac chair under their bottom and fasten the safety harness. Pull the slack from the evac rope and instruct the passenger to push out of the chair. Lower the passenger to the ground and repeat the process for other passengers.
8. When all the passengers from a chair are on the ground, be certain they are capable of skiing down (including handling the terrain). If they are not, arrange a ride or a guide to get them off the mountain.
9. Unfasten the evac chair, pull the rope back through the eye, move the messenger line and equipment to the next chair and repeat the procedure (steps 3-9).
10. Should it be necessary to ascend to assist a passenger off the lift a patroller will be hoisted up using an evac chair with a pulley system. This equipment is stored in the Top Shack and in the Patrol Room and will be used only if there is no other way to get the passenger down.

Centennial Lift

Lift down 5 min. --Alert Stage

- Alert ski patrol and other trained personnel to remain at the top shack.
- Additional personnel should be en route to the top shack with the exception of two three-person teams who should remain at the bottom.
- Send 2 people down the line, one beginning at the top and the other at tower 10 (can access via the Bear Chair and Easy Way) to inform and reassure the passengers. They should also inform the hill captain about the fullness of the lift and about any potentially problematic passengers.

Lift down 15 minutes—Mobilize

- Two base area teams should ride the Bear chair. Each team should be equipped with a radio, high span evacuation pack, two bamboo poles with carabiners, and evacuation chair. One team should travel to tower 10 via Easy Way. They will be able to work the spans both above and below that tower. The other team should position themselves at Tower 9.
- Ski Patrol stranded on the lift may be asked to self-evacuation at this point if they are crucial to the evacuation process and if the lift is locked out.
- Gunners with line launcher bags should be dispatched: one to the top of Centennial and the second to tower 10.
- As personnel arrive at the top of the mountain they should be dispatched in teams of three (one evacuation leader and 2 assistants) Each team should have a radio, an evacuation chair and evacuation pack. plus 2 bamboo poles with carabiners.
- No high span packs should be necessary above tower 11.
- Hill captain should use the attached lift profile charts for dispatch decisions and recording.
- The teams should position themselves at the top of the Centennial Lift.

Lift down 30 minutes—Action

- The lift is locked out and evacuation begins at the order of Mt. Management.
- The gunners leave a tag line in place below each tower, and proceed to the next.
- The gunner at tower 10 will leave a tag line both above and below tower 10.
- The evacuation teams leapfrog one another, starting at the next available tower, staying behind the gunners.
- The evacuation process takes place according to the procedure outlined in the Ski Patrol Guidebook.
- Capable evacuees are recruited to assist others to the base area.
- Centennial has a possible 84 loaded chairs. Fifteen teams should be able to unload it in 1 1/2 hours. Ten teams would take 2 1/4 hrs.

Bear Chair

Lift down 5 min --Alert Stage

- Alert ski patrol and other qualified personnel to remain at the top shack or to get to the top via Blue Bird.
- Send a person down the line to inform and reassure the passengers, and to note the fullness of the lift and the location of any potentially problematic passengers.
- Alert the maintenance shop to start for the base of Bear Chair with ground transport.

Lift down 15 min.—Mobilize

- Dispatch the two gunners to Bear Chair with the line launcher packs. One should position at the top, and the other at tower 9.
- Dispatch teams of 3 to the Bear Chair. Each team should have a radio, an evac pack, bamboo with carabiners, and evac chair. Half the teams should position at the top, half at tower 9. One team at tower 9 should have a high span pack.

- Qualified ski patrol may be asked to self evac at this point, providing they are critical to the operation and that the lift is secured.

Lift down 30 min --Action.

- The lift is locked out and evacuation begins at the order of Mt. Management.
- The gunners leave a tag line in place below each tower, and proceed to the next.
- The evacuation teams leap frog one another, starting at the next available tower, staying behind the gunners.
- The evacuation process takes place according to the procedure outlined in the Ski Patrol Guidebook.
- Capable evacuees are recruited to assist others to the base of Bear Chair.
- Those Evacuees who are cold should be transported by snowcat to the base area instead of riding the Centennial lift.
- There are 55 chairs on the Bear Chair. A fully loaded chair could be evacuated by 10 teams in an hour and a half.

Easy Street

Lift down 5 min.

- Alert ski patrol and other trained personnel to report to patrol room. Ten people total needed.
- A person should ski the line to reassure passengers.

Lift down 10 minutes.

- Take Launcher Bag, high span evac packs, bamboo with carabiners and evac chairs to the top of the lift.

Lift down 15 minutes.

- Lift locked out and evacuation procedures begin.
- Easy Street has a possible 16 loaded chairs. Three teams should be able to complete the evacuation in 45 min.

Rescuer Instructions

1. The person shooting the tag lines over the cable should check at each tower to see if there are people on the chairs in that span.
2. Pull the rope into position at the first occupied chair. If you need to bypass empty chairs, use the bamboo poles to flip the line over them. Attach the evac chair with a carabineer and set up the belay. The belayer (a patroller) should use the harness and carabineer from the evac pack, should always wear gloves and should always be backed up by a second person for safety and extra weight if needed. Be careful to keep hands, loose clothing, beards, etc. well away from the carabineer when on belay. You should be on belay whenever the evac chair is within reach of a passenger.
3. AT THIS TIME MAKE SURE THAT YOU ARE IN VOICE CONTACT WITH THE PASSENGERS AND THAT YOU HAVE THEIR FULL ATTENTION. The least capable passenger in any chair should be evacuated first so that the other passengers may assist if needed. Explain to the passengers what you will have them do. Instruct them to drop their poles off the side of the chair. Only after this is done should they raise the safety bar. Pull the evac chair up to the first passenger. ANY TIME AN EVACUATION ROPE IS WITHIN REACH OF A PASSENGER IT SHOULD BE ON BELAY!
4. Have the passenger slide the evac chair under their bottom and fasten the safety harness. Pull the slack from the evac rope and instruct the passenger to push out of the chair. Lower the passenger to the ground and repeat the process for other passengers.

5. When all the passengers from a chair are on the ground, be certain they are capable of skiing down (including handling the terrain). If they are not, arrange a ride or a guide to get them off the mountain.
6. When the chair is unloaded, flip the rope over the chair clip (with the bamboo poles with a carabineer on end (kill the snake)) and pull it down the cable to the next chair. You will have to pull the evac rope down and start again with the messenger line at each tower.
7. Should it be necessary to ascend to assist a passenger off the lift a patroller will be hoisted up using an evac chair with a pulley system. This equipment is stored in the Top Shack and in the Patrol Room and will be used only if there is no other way to get the passenger down.

For All Lifts

If conditions warrant, arrangements for the transport and care of injured or otherwise incapacitated passengers should be made. An area of appropriate size should be set aside in the lodge if there are likely to be more people needing care than can be accommodated in the First Aid room. If necessary, aid of certified first aid trained persons who may be present in the area should be enlisted.

- Restart procedures

Management may continue to work on the lift while an evacuation is in progress. In the event they feel that they have the problem fixed, a sweep will be made of the entire lift line to ensure that all evacuation equipment is clear and all personnel are aware that the evacuation will be suspended. Only after the sweep is made and the all clear given will the lock be removed from the power box can the lift be restarted.

- Post-evacuation procedures.

The Patrol should conduct a final sweep after the evacuation is complete, making certain that all evacuation equipment is collected, inspected, and returned to its proper storage place.

A debriefing should be conducted for all personnel involved. Critique the evacuation, make notes, and write a brief report on the proceedings. Send a copy of the report to the Forest Service Snow Ranger.

Projectile Launcher Instructions

The projectile launcher is used on the Centennial and Easy street lifts instead of climbing the tower. The bag contains a throw bag for the span directly below the Centennial unloading platform and bags full of avalanche cord for all other spans. A projectile will be fastened to the end of the avalanche cord in each bag and will be fired over the loaded cable below each tower. The cord will be left in position so that the evac team can use that to pull the evac rope over the cable.

- Clip the end of an avalanche cord to the launcher projectile.
- The center of the projectile MUST be dry
- Load the projectile onto the shaft.
- Put a shell in the chamber and make sure chamber is fully latched
- Wear ear protection
- Cock the launcher
- Do not aim anywhere near a passenger and check for trees in the landing zone
- Fire fairly straight up between the com line and cable
- Detach and dry the projectile to use on the next bag
- Leave the line in place for the evac team and move down to next tower

Evacuation of Incapacitated Passengers

In the event that a passenger is unable to be evacuated by the normal methods, a rescue pulley system will be used to hoist a patroller to the chair to assist him/her. The pulley system and Launcher bag should be summoned from either the top or bottom of the mountain. The projectile launcher may be used to get a line over the cable in front of the chair to be evacuated. This line will be used to pull the loose end of the rope until the rope saver is in place over the cable. Care must be taken to control the pulley as the rope is pulled over so that it for sure is still within reach of the ground. The lightest patroller of the group should apply the sling into a sit harness and fasten the harness into the pulley with a locking carabineer. He/she should grab hold of the loose end of the rope and assist 2 or 3 others in pulling himself up. This keeps him from spinning as well as providing a safety as he can easily arrest his decent with a hold on the loose end of the rope. Once up to the chair, he can sling the passenger, who can be lowered by the same device.

Chair Lift Profile Tables

Blue Bird Lift

Tower	Height	# of Chairs	Comment
19	40	1	
18	45	3	
17	50	3	
16	45	3	
15	50	3	
14	50	3	
13	40	2	
12	40	4	Bottom of Ranger trail
11	40	3	
10	45	1	
9	65	3	Depression tower
8	35	2	Off Main flat
7	50	2	Off Main flat
6	60	2	Below rock
5	68	3	Base of Face
4	62	2	
3	35	1	
2		1	Lower Terminal
1			Lower Terminal

Centennial Lift

Tower	Height	# of Chairs	Comment
21	14	1	
20	31	3	
19	35	6	
18	40	5	
17	38	4	
16	35	6	
15	48	6	
14	40	5	
13	42	6	
12	47	5	
11	67	6	Work uphill from tower 10
10	30	1	Pleasure dome
9	34	4	Pleasure dome
8	38	5	On lower Lodge Lane
7	43	5	Rappel
6	46	4	Rappel
5	50	4	Flat of lower 45th
4	45	4	
3	34	4	
2	29	2	
1	10	1	

Lakeview Lift

Tower	Height	# of Chairs	Comment
13	35	4	
12	42	10	
11	42	4	
10	40	7	
9	46	8	
8	44	8	
7	43	7	
6	46	6	
5	40	5	
4	45	5	
3	42	5	
2	30	3	
1			Lower Terminal

Bear Chair

Tower	Height	# of Chairs	Comment
12	35	3	
11	35	5	
10	49	6	
9	52	8	
8	40	6	
7	42	6	
6	42	5	
5	44	5	
4	42	6	
3	42	3	
2	25	2	
1			Lower Terminal

APPENDIX D: CONSTITUTION AND BY-LAWS

ARTICLE I

Name and Purpose of Association

Section 1.

The name of this association shall be the Payette Lakes Ski Patrol. It will cooperate with United States Forest Service, Idaho State Police, officials of Valley and Adams Counties, and other officials or organizations, either public or private. Through this cooperation, the Patrol will promote the safety and enjoyment for those engaged in ski and snowboard sports in the area known as Payette Lakes and Brundage Mountain Ski Area by:

- (a) Providing immediate care of the sick and injured;
- (b) Establishing and maintaining a patrol of persons to assist in the supervision of unorganized winter sports in said areas; and
- (c) Assisting in or conducting a campaign of education, for those engaging in winter sports or matters relating to their safety and pleasure while so engaged.

ARTICLE II

Membership

Section 1.

The membership shall consist of men or women of at least 18 years of age. Exceptions to the age requirement may be considered by the Patrol and require a majority vote of the membership present at any regularly scheduled Patrol meeting.

Section 2.

The qualifications for applicants for membership shall be established by an Executive Board in accordance with standards set forth by the National Ski Patrol. All applicants for membership shall be voted on by the members in good standing at the April patrol meeting following their candidate/transfer ski season.

Section 3.

A member in good standing is any patroller, who shall not be delinquent in his/her dues, whose Outdoor Emergency Care Card and CPR/AED card shall not have expired, who has taken the annual refresher course and has met all the requirements set forth in Article VII.

ARTICLE III

Meetings

Section 1.

Regular meetings shall be held on the first Friday of the months of October, November, December, January, February, March and April, or at such time as may be agreed by the membership and approved by the Executive Board.

Section 2

Election of Executive Board members shall be during the April meeting.

Section 3.

Special meetings shall be held at the call of the Executive Board, or upon written request therefore delivered to the Secretary, by at least five members in good standing. Any meeting so requested by the members shall be held not later than fourteen days after receipt thereof. Notice of any special meeting shall be given, either orally or in writing, not less than one day prior to the date thereof.

Section 4.

Any action coming before any meeting of this association for consideration shall be determined by a majority vote of those members in good standing, present and voting.

Section 5.

The presiding officer at any meeting shall be the Patrol Representative, or in his/her absence, the Assistant Patrol Representative. In the event that the Patrol Representative or the Assistant Patrol Representative is unable to preside, the chairman of any such meeting shall be the Secretary, Treasurer, Training Officer, in that order.

Section 6.

Minutes of all meetings shall be kept by the Secretary, or in his/her absence, by such member as shall be designated for the purpose by the presiding officer. Attendance at meetings is not mandatory but strongly encouraged.

ARTICLE IV

Officers

Section 1.

The officers of this association shall be the Patrol Representative, Assistant Patrol Representative, Secretary, Treasurer, and Training Officer. .

- (a) Patrol Representative must have a minimum of 5 years of patrol experience
-
- (b) Training Officer must be an instructor in one of the NSP disciplines
-
- (c) All other offices can be filled by any patroller in good standing.

Section 2.

Election of Officers: All officers, with the exception of the immediate past Patrol Representative, shall be elected by a majority of the members in good standing, voting in an annual election. Nominations shall be solicited by a nominating committee between the February and March meetings. The nominations shall be submitted to the board and general membership at the March meeting. At that time, additional nominations will be solicited from the general membership. Voting shall be by secret ballot during the April meeting, either in person or by mail. The term of office shall be one year beginning at the end of the election meeting. In the event that any such office, except the office of Patrol Representative, shall become vacant for any reason, such office shall be filled for the unexpired term through appointment by the Patrol Representative.

Section 3.

Duties

- (a) The Patrol Representative, Assistant Patrol Representative, Secretary and Treasurer shall perform and discharge such duties in addition to those commonly appertaining to their respective offices as may be particularly specified herein.
- (b) The Assistant Patrol Representative shall be in charge of submitting to each member the ski schedule. He/she will also keep the patrol personal history file on individual members to be used by the Executive Committee for review to help select members who may merit an award.
- (c) The Secretary shall be responsible for all patrol publicity, that is, all, press, radio and T.V. releases relating to the patrol.
- (d) Subject to the control of the Patrol Representative and of the Executive Board, the Training Officer shall supervise and be responsible for the training of the members.

Section 4.

Removal of officers: any officer of this association may be removed from office at any time using the following procedures:

- (a) A special meeting held in accordance with Article III, Section 3.
- (b) A confirmation vote by two-thirds of the membership present and voting.

ARTICLE V

Boards and Committees

Section 1.

The Patrol Representative, Assistant Patrol Representative, Secretary, Treasurer, Training Officer, and Immediate Past Patrol Representative will constitute the Executive Board. If none of the elected officers is a member of the Paid Patrol, then a paid patroller will be appointed to the Executive Board by the Paid Patrol Leader. The Executive Board is charged with the administration of the general affairs of the patrol, and, in addition, shall exercise these powers expressly granted hereunder and such other powers as may from time to time be granted by the members. The Patrol Representative, or in his/her absence the Assistant Patrol Representative, shall serve as the chairperson of the Executive Board and General membership meetings. Meetings shall be held upon call by the Patrol Representative, or in his/her absence, the Assistant Patrol Representative. The minutes of any such meeting shall be kept by the Secretary, and will be presented to the members of the patrol at its next meeting. At least five members of the committee shall constitute a quorum for the transaction of business. Funds of the patrol shall be expended only upon the approval and order of the Executive Board. Two original signatures shall be required for all checks.

Section 2.

Special Committees: The Patrol Representative, or in his/her absence or incapacity the Assistant Patrol Representative, shall have the power to appoint such special or temporary committees as in his/her judgment may be necessary or desirable.

Section 3.

All assignments to standing or special committees shall automatically expire upon appointments to such committees following the next annual election.

ARTICLE VI

Dues: Loss of Membership

Section 1.

Each member shall be required to pay annual dues, which shall be payable by the conclusion of the annual refresher meeting, or, in the case of a person who is not a member at such time, immediately upon the approval by the Executive Committee of his/her application for membership.

Section 2.

In accordance with such rules as may be prescribed by the Executive Board, and upon five days notice of the charges preferred, and after full hearing on such charges before at least five members of said Board, a member may be expelled from the patrol:

- (a) By reason of his/her failure to serve, during any winter season, a reasonable number of duty days in furtherance of the purposes of the patrol;
- (b) For conduct in violation of the rules of the National Ski Patrol System or inconsistent with or prejudicial to its standards and purposes;
- (c) Failure to meet the qualifications for basic patroller.

ARTICLE VII

Local awards procedures

Section 1,

Lee Jensen Outstanding Instructor Award.

- (a) This award is presented to outstanding instructors using the following procedures:
Nominee shall be nominated by at least five instructors in good standing.
- (b) The nomination shall be presented at the time of the nominations of officers at the March meeting and voted on in the same manner as patrol officers, with a YES/NO vote.

Patroller of the Year/Employee of the Year.

(a) The Patroller of the Year/Employee of the year shall be selected by the nominating Committee that selects officers for the next election. These nominations shall contain a statement of the reason/contributions and accomplishments of the individuals which led to their recommendation.

ARTICLE VIII

Amendment Procedures

The constitution and by-laws may be amended at any meeting by a majority vote of members present and in good standing. No such proposed amendment shall be considered by the Patrol at any such meeting unless it shall have been submitted in writing to the Secretary by at least five members in good standing.

Passed by membership vote and Adopted this Second day of November, 2012.

Dain Bates,
Patrol Representative

Patrick Morgan
Secretary

APPENDIX E: TRANSFER POLICY AND CHECKLIST

A patroller to the Payette Lakes Ski Patrol must be a member in good standing of the National Ski Patrol and have current OEC and Health Care Provider CPR/AED certification. The transferring patroller must be in compliance with the procedures and requirements for transfer as defined by the NSP. In addition, the transferring patroller must satisfy the current requirements for a transferring patroller set forth by the Payette Lakes Ski Patrol to assure competency and local knowledge in skiing, toboggan handling and first aid skills. A transferring patroller will patrol on a probationary basis until being voted onto the Patrol. A vote will be held at the last meeting of the year or at such time as the transferring patroller is nominated for membership by petition to the Board by a Senior patroller of the Payette Lakes Ski Patrol.

Transferring patrollers must attend the OEC and On-hill refreshers at Brundage Mountain. Exceptions can be granted by the patrol director for mid-year transfers and special circumstances. If the transferring patroller is not AED certified, they are responsible for making arrangements to get certified. A transferring auxiliary patroller should attend the on-hill refresher.

Transferring patrollers will be scheduled at the beginning of the season the same as a member of our patrol. On duty days they will ski with a senior patroller as their mentor until they have a verification signature on all of the items on the Transferring patroller Checklist (with the exception that they do not have to complete the Northwest Passage belay or lift evacuation) prior to skiing alone as a patroller. The Hill Captain will assign a mentor in the morning prior to opening the hill. If the transferring patroller wishes to ski as a patroller at times when they are not on duty, they will still be required to ski with a mentor until the checklist is completed. After the checklist is completed they will function as a regular member of our patrol until such time as they are voted on. The Northwest Passage belay should be completed with the candidate class (unless other arrangements can be made). The transferring patroller will be responsible for finding out when that training will be and making arrangements to participate. If the transferring patroller has attended the On-hill refresher at Brundage the lift evacuation requirement can be signed off by the training officer. The Little Hill orientation can be completed prior to a scheduled day there if the transferring patroller wishes to complete the checklist sooner, however, the orientation must be on-hill (ride the T-bar, etc.).

Transferring auxiliary patrollers that ski should complete all portions of the checklist except those things relating to toboggan operation, the Northwest Passage belay and the Little Hill orientation.

Transferring patroller Checklist

All items must be checked off before you are eligible to become a member of the Payette Lakes Ski Patrol. All items except Northwest Passage belay and lift evacuation must be verified by a senior patroller prior to skiing alone as a patroller. Items with an asterisk must be verified by an approved instructor.

Category	Task	Date Completed	Verifying Signature
Review Patrol Guidebook	Duties		
	Duty Hours/Annual Oblig.		
	Uniform		
	Pack Contents		
	Off Duty Skiing		
	Patrol Room Etiquette		
Equipment Location	Supplies		
	AEDs		
	Traction Splints		
	Backboards		
	Oxygen		
	Avalanche Probes		
	Lift Evacuation Equip.		
Safety	Speeding		
	Family Runs		
	Terrain Park		
	Jumps		
	Inverted Aerials		
	Yellow Jackets		
Ski Runs	Lodge Lane		
(open and sweep – must ski all runs at least once)	Lakeview Ridge/Temptation		
	Kickback/Springboard		
	Hotshot		
	Dropline		
	45 th Parallel		
	Engen		
	Bear		
	Alpine		
	Main		
	North		
	Rodeo		
	Northwest Passage		
Hidden Valley			
Accident Participation	Accident #1		
	Accident #2		
Aid Room Participation	Patient #1		
	Patient #2		

Category	Task	Date Completed	Verifying Signature
Toboggans	Handling (all types) *		
	Locations		
	Packs		
	Lift Transportation *		
Snowmobiles	Operation *		
	Permitted Uses		
	Permitted Routes		
Miscellaneous	Radios		
	Telephones		
	Hepatitis B Vaccination		
	Biohazard Disposal		
	Benefits		
	Reporting Forms		
	Run Locations		
	Visiting patrollers		
	Little Ski Hill Orientation		
	Northwest Passage Belay *		
	Lift Evacuation		

APPENDIX F: LIFT OPERATIONS

BLUE BIRD TOP TERMINAL "WATCH IT" CHEAT SHEET

OK, I've been asked to watch the lift while the operator goes and does something. I can do this, I am intelligent. In case my common sense is outwitted by reality, I can just look at this cheat sheet. If I am reading this while watching the lift I've already screwed up, I'm supposed to be watching the lift!!! I do need to know the following things.

- 1) I should watch each and every rider come into the terminal and unload. If they have a problem coming in I should push the blue "MEDIUM" button or red "STOP" button if necessary. If someone falls unloading and may cause problems with the next chair unloading, I should push the blue "MEDIUM" button or red "STOP" button if necessary. Once the situation is good, I should speed up the lift. First I must push the black "RING" button twice (quickly). Then I must wait until the bottom operator rings me back twice. Now I can push the green "FAST" button.
- 2) Be aware of the PMD (the digital read out display) on the big cabinet. It will tell me the state of the lift. Typically it will read "LIFT RUNNING FAST". If something changes with the lift the PMD will display what's happening.
- 3) I should know the "RING" system. One ring means start the lift. Two rings mean speed up the lift. Three rings mean pick up the intercom or call them on the phone (dial 210). Lift-O's always use the ring back system. If someone gives a ring signal, no action is taken until the opposite terminal rings back the same signal. This is confirmation to proceed with start up, speed up, or calling. DO NOT deviate from this process. If I need to slow or stop the lift, no rings are necessary, just do it!
- 4) **START THE LIFT:** When the lift stops look at the PMD. If it reads "LIFT STOPPED AT DRIVE TERMINAL", the bottom will ring me for a start when ready. I should push the black "RESET" button so the PMD reads "RETURN TERMINAL READY". If I stopped the lift the PMD will read "LIFT STOPPED NORMAL STOP" followed by which stop device was pushed (RNS2 OPERATOR CONSOLE, STOP GATE, RNS3 LOADING STATION, etc.) I need to pull out or reset the switch that stopped the lift. I need to push "RESET" until I read "RETURN TERMINAL READY". Once the lift is OK to start, whoever stopped the lift will ring once. Then ring back. When the bottom terminal is clear to start the PMD will read "LIFT READY TO RUN ACKNOWLEDGE START". Now I can push the green "START ACKNOWLEDGE" button. The PMD will read "PLEASE STANDBY FOR START". When the bottom operator starts the lift the PMD will read "LIFT RUNNING SLOW". Ring twice to speed up the lift, wait for or give ring back. Select the desired speed. Shouldn't the operator be back by now?
- 5) **SPEED UP THE LIFT:** Whoever slowed the lift will ring twice, wait for ring back, and then select the desired speed.
- 6) **SELF MONITORING DEVICES:** The lift has many self monitoring devices to stop the lift if necessary. Look at the PMD. It will read "LIFT STOPPED" and then one of many messages; "EXIT AC PLC-4" "RLS9 ENTRY ROPE POSITION" "HYDRAULIC TENSION" etc. Call the bottom and ask how to proceed. Where the hell is the operator!!!!!!
- 7) **RING RING RING RING RING:** If I hear a constant beeping, look at the PMD. If it reads "WARNING CHAIR ARRIVAL", the bottom has marked a chair that needs special attention, like foot traffic (medium, stop them on the ramp) skier with single ski (medium, stop if necessary) pretty girl, or something else. If ski patrol is bringing up a toboggan push "MEDIUM" when they get to tower 19, before they get into the terminal. "RESET" will make the beep go away, but can do nothing for the voices in my head.
- 8) If all else fails, stop the lift and scream for help. (Except during a fire, keep the lift running and call the bottom, and always stop during an earthquake.)

APPENDIX G: LITTLE SKI HILL PROCEDURES

- For snowmobile assists, contact management on duty via radio (these cases may occur on south side #3 or bottom of race hill #1). Pull toboggan from site to parking lot then stretcher or short board into lodge.
- To return toboggan to top of hill using lift put a rope or pole through the handles and ride between the handles up the lift (only if comfortable doing this).
- Contact management to return the toboggan to the top of the hill with the snowmobile.
- **Sweep** – At approximately 10-15 minutes prior to closing the lifts, close the top of the lift to Run #3 (the “jump” side run located SW of the T-Bar). Sweep the run, stopping periodically to call out that you are sweeping the run. Listen carefully after calling for anyone in distress.

The bottom lift operator will have announced “Last Run” beginning 10 minutes to closing time. At the posted closing time block access to the lift.

As you ride up the lift, be sure to visually check the area between the lift and Run #3 to be sure that all people made it out of the trees. The top operator should shut off the lift as you unload at the top. Sweep proceeds by skiing a high traverse above the face of Run #1. You want to be low enough to obtain a view of the run, yet not so low that you are forced to ski down #1.

Check the “Chute” by skiing to a stance just below the Ponderosa Pine located along the ridgeline. Then traverse across the run and back onto Run #2 (The main run along the lift line). Ski down to the top of the “Lodge Face” and stop. Check to see that no skiers remain on Run #2. When all skiers have cleared the “Lodge Face” ski down to the lodge.

Variations: When several patrollers are available, courageous persons can be sent into the “rabbit runs” to clear them (both sides of Run #3). A patroller can be sent down Run #1 or the “Chute” to shepherd folks back to the lodge. If necessary, the snow machine can be used to transport folks or inspect a run.

- **Night Skiing** – Run #3, #1 and the “Chute” are not open at night. The lift operator should stop anyone who disobeys the closure at the top of the lift. Once in a while someone sneaks over the gate or lift line especially when there’s powder. It’s hard to see signs of frostbite under the lights, but patrollers should be aware of the much greater potential for cold related injuries. Sweep is normally done only on Run #2 and the “Lodge Face”...use your best judgement about sending someone down an unlit run.
- **Supplies** – Supplies are limited. We are close to town and a hospital and the little hill has little or no budget for first aid supplies. This places an additional burden on the patroller to quickly assess the need of any patient, and to initiate the call for backup medical assistance immediately, if necessary.
- **Incident Reports** – Above desk in patrol room. A blank, numbered form is ready on the clipboard hanging from a nail. The completed form should be left in the first aid room for pro patrol to review and a new blank form placed on the clipboard. Number the blank with the next incident number in sequence. Record the incident number and type of incident on the Patrol Sign-in/out sheet in the remarks column.
- **Radios** – One radio is available for the patroller on duty. There is always a radio at the concession counter where there is always a person ready to receive an emergency transmission and will call out for help or an ambulance. The manager on duty has a radio and Don Piepkorn, if on duty, has a radio. Channel 1 is shared with Brundage. We normally use Channel 2 which is licensed to the club.
- **Lift** – Stay alert for unusual sounds or problems (i.e. grating or squeaking, clunking or squealing).
- **Ski Area Boundary** – The area North and East of the top of the lift is private property. There are signs posted. Discourage anyone from skiing out of bounds in this direction.

Equipment and Locations

- Backboard, spider straps, and c-collars
 - Lift Shack – Top of hill.
 - Lodge
- Traction splints
 - Lift shack – Top of hill
 - Sager splint in lodge
- Toboggan
 - Culvert at the top of the lift
 - Extra pack under bed in first aid room
- Radios
 - Lodge
- Oxygen
 - In first aid room. They have nasal cannulas.
- First aid supplies
 - All supplies are in the first aid room as well as extra splints etc..

APPENDIX H: PATROL OFFICERS' DUTIES (NEW)

Note: The duties outlined below are in addition to the duties prescribed by the Payette Lakes Ski Patrol By-Laws, Article V.

Patrol Representative

1. Be familiar with NSP policies and procedures manual.
2. Be familiar with Robert's Rules of Order.
3. Conduct the monthly meetings in an orderly manner.
4. Register patrollers as outlined in NSP policies and procedures.
5. Be the liaison between the Patrol and Brundage management.
6. Be the liaison between the Patrol and Little Hill management.
7. Attend Region and Division meetings as required.
8. Make sure the financial report is returned on time (see Treasurers' duties).
9. In August, notify Patrol of dates for all refreshers in the region.
10. Enforce the missed duty day policy.
11. Communicate with the Regional Director as needed.
12. Attend as many region functions as possible (Senior Clinics, SES, Senior Test, etc.).
13. Monitor and record the progress of any senior candidates.
14. Keep track of subsequent registrations (candidates).
15. Be familiar with policy enacted at past patrol meetings.
16. Make sure the patrol guide book is kept up-to-date.
17. Appoint a senior trainer as needed.
18. Attend board meetings when you are the "immediate past P.D."
19. Communicate with Brundage Patrol Director about the volunteers' concerns, needs, and requests.
20. Coordinate transfer of patrollers into Payette Lakes Ski Patrol.

Assistant Patrol Representative (The schedule and staffing duties are presently assigned to another member)

1. Obtain Patrol staffing needs from Brundage (Patrol Director) and Little Ski Hill (Manager).
2. Have schedule requests ready for patrollers by the October meeting.
3. Fill out the schedule.
4. Monitor the sign in sheets for absent and late patrollers. Keep the Executive Board apprised. Take administrative action when appropriate.
5. Act as Awards Coordinator for the patrol.

Secretary

1. Provide Brundage with a list of active patrollers with current addresses and phone numbers.
2. Before the hill opens, make sufficient copies of all needed forms (sign-in sheets, visiting patroller forms, etc.).
3. Record the minutes of all patrol meetings and send them out to the membership.

Treasurer

1. Collect the annual dues from the membership.
2. Coordinate with P.R. in sending dues to the proper recipient.
3. Monitor the patrol PO box at the McCall post office.
4. Sign a signature card at the bank.
5. Keep the patrol checkbook balanced.
6. Fill out the annual financial report and send it in to the regional treasurer.

Training Officer

1. Organize refresher training and recruit the necessary instructors.
2. Keep the refresher training records and send them in to National.
3. Sign OEC cards.
4. Coordinate with the P.D. on registering visiting patrollers at our refresher.
5. Know the procedure for reregistering instructors.
6. Organize candidate training.
7. Organize additional training sessions for the monthly meetings.
8. Groom the Assistant T.O. to take over next year.

Assistant Training Officer (Not currently staffed)

1. Assist the Training Officer as needed in all aspects of his duties

Equipment Officer (Not currently staffed)

1. Acquire, maintain, and be responsible for all patrol supplies and equipment